POSITION TASK BOOK FOR THE POSITION OF

National Qualification System
HAZARD MITIGATION COMMUNITY PLANNER SPECIALIST

HAZARD MITIGATION COMMUNITY PLANNER SPECIALIST

1. Competency: Assume position responsibilities

Description: Successfully assume the role of Hazard Mitigation (HM) Community Planner Specialist and initiate position activities at the appropriate time according to the following behaviors.

1a. Behavior: Gather, review, and organize disaster-related information for analysis and decision-making

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
1. Coordinate with HM personnel to identify Stafford Act Section 406 mitigation projects: ● Identify planning point of contact (POC) or representative for Section 406 mitigation ● Analyze Public Assistance projects to recommend potential Section 406 opportunities	E, F, I, J		
2. Coordinate with immediate supervisor to identify local, state, tribal, and territorial HM priorities: ● Review available sources such as existing mitigation and land use plans ● Interact with local, state, tribal, and territorial representatives and other subject matter experts to determine priorities	E, F, I, J		

2. Competency: Ensure completion of assigned actions to meet identified objectives

Description: Identify, analyze, and apply relevant situational information and evaluate actions to complete assignments safely and meet identified objectives. Complete actions within established timeframe.

2a. Behavior: Implement the HM program processes

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
3. Consult program regulations, applicable Federal Emergency Management Agency (FEMA) policies, and local, state, tribal, and territorial policies concerning HM plan development: ● 44 Code of Federal Regulations (CFR) ● FEMA's Mitigation Planning How-To Series for state and local projects ● Disaster Mitigation Act of 2000 ● Plan review document (crosswalk) ● Federal guidance for local, state, tribal, and territorial planning ● All applicable community- or state-specific requirements or guidelines	C, E, F, I, J, T		
4. Coordinate with HM personnel to develop HM grant program project applications: ● Identify planning POC or representative ● Identify HM grant program mitigation POC or representative ● Coordinate with POC to identify and compile HM grant program project applications and mitigation plans	E, F, I, J		
5. Coordinate with local, state, tribal, territorial, and Federal entities to identify any technical assistance necessary to facilitate HM plan development: ● Identify state plan developers ● Provide current regulations, policies, and guidance on plan development ● Provide advice and guidance on funding opportunities and eligible mitigation projects ● Provide advice and guidance on obtaining National Flood Insurance Program (NFIP) claims information from FEMA ● Provide advice related to integration of land use plans and policies and other relevant plans into HM planning process ● Provide advice and guidance on completing a preliminary benefit-cost analysis to help prioritize ● projects in a mitigation plan	E, F, I, J, T		
6. Provide support for and assistance with planning-related training for local, state, tribal, and territorial governments: ● Coordinate with grants personnel regarding required expertise ● Evaluate client-specific planning-related training needs and requirements ● Compile current training materials and guidance ● Identify individuals qualified to provide training ● Coordinate training with training officer and immediate supervisor ● Work with training officer to identify invitees	E, F, I, J, T		

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
7. Review submitted HM plans for compliance with HM planning guidance: ● Apply regional variances in guidance application ● Prepare draft crosswalk comments, including required/recommended revisions to the HM plan ● Identify and compile mitigation plans and current review guidelines (for example, crosswalk/plan review documents) ● Complete detailed review of mitigation plans	E, F, I, J		

2b. *Behavior:* **Advise and guide on HM program concepts, rules, regulations, and processes**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
8. Participate in meetings to identify potential funding sources for mitigation projects.	E, I, J		
9. Provide basic HM planning and operational technical guidance to internal and external stakeholders: ● Identify stakeholders ● Compile guidance and best practices ● Provide informal training ● Provide guidance, regulations, and policies ● Respond to questions, providing additional information as necessary	E, F, I, J, T		
10. Provide HM planning information to HM grants staff to inform their program work: ● Provide copies of existing HM plans ● Provide planning and policy documents ● Answer detailed questions about mitigation planning processes and products	C, E, F, I, J, T		

2c. *Behavior:* **Advise on role of HM planning in long-term recovery activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
11. Communicate with internal partners: ● Identify internal partners with a role in long-term recovery planning ● Inform internal partners about the purpose of HM planning and how it fits into long-term recovery activities ● Provide examples of how HM planning integrates with recovery planning ● Answer questions about the purpose of HM planning ● Collaborate with HM program specialists	E, F, I, J, T		

2d. *Behavior:* **Provide technical assistance on HM planning activities**

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE

12. Assist community or state in developing information to incorporate into mitigation plans: ● Obtain NFIP claims data from FEMA or state NFIP coordinator ● Identify local or state plans with potential for cross- over with mitigation plans ● Identify potential mitigation projects ● Compile information about risks and hazards, including extent and probabilities ● Compile information about private, local, and state structures, infrastructure, and operations, including any critical facilities	E, F, I, J		
13. Assist community or state in establishing a mitigation planning process: ● Use FEMA best practices ● Identify core planning team ● Identify stakeholders group ● Establish schedule ● Establish a process for informing the public ● Establish review and approval procedures ● Develop a process for prioritizing projects, such as using STAPLEE factors (Social, Technical, Administrative, Political, Legal, Economic, and Environmental)	E, F, I, J, T		
14. Assist community or state in prioritizing potential mitigation projects for inclusion in a mitigation plan: ● Compile potential projects from various sources ● Develop data to support preliminary benefit-cost analysis ● Complete preliminary benefit-cost analysis	E, F, I, J, T		
15. Coordinate with program liaisons to identify technical assistance needs and scope of work related to HM plan and project development: ● Discuss local and state capabilities and technical resources ● Determine availability of information about hazards ● Determine availability of information about built environment (including infrastructure) and local, state, tribal, and territorial operations	E, F, I, J, T		

2e. Behavior: Analyze program-related data to make recommendations and identify problems

TASK	CODE	EVALUATION RECORD #	EVALUATOR INITIALS AND DATE
16. Analyze and evaluate HM plans for compliance with Disaster Mitigation Act of 2000, FEMA policies, and regional guidance: ● Compile plans ● Review plans in context of current FEMA plan review guidance (for example, crosswalk) and any additional local, state, tribal, and territorial requirements ● Complete crosswalk, with comments, recommendations, and required revisions	E, F, I, J		